

**RECORDS MANAGEMENT, FILING AND REPORTING SERVICES
INTERGOVERNMENTAL AGREEMENT**

THIS RECORDS MANAGEMENT, FILING AND REPORTING SERVICES INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into this ___ day of _____, 2023, among the City of Flagstaff (“City”), an Arizona municipal corporation, on behalf of the Flagstaff Police Department (“Police Department”), Coconino County (“County”), a political subdivision of the State of Arizona, on behalf of the Coconino County Sheriff’s Office (“Sheriff’s Office”), and the Coconino County Jail District, a political subdivision of the State of Arizona (“Jail District”).

RECITALS

A. The City, County and Jail District entered into an Intergovernmental Agreement (“IGA”) dated July 1, 2000, for the establishment of the City/County Law Enforcement Administrative Facility at Sawmill Road, within the City of Flagstaff, Coconino County, Arizona, for the Police Department and the Sheriff’s Office.

B. The Flagstaff Police Department Records Section (“Records Section”) provides support for law enforcement personnel, manages law enforcement records, files and reports and provides limited public access to law enforcement records.

C. In furtherance of the overall purposes of the IGA, the City, County and Jail District desire to establish a formal agreement for the provision by the Police Department Records Section of services to the Sheriff’s Office and Jail District consisting of the storage, retrieval and disposition of certain of the records under the management of the Sheriff’s Office and Jail District.

NOW, THEREFORE, pursuant to Arizona Revised Statutes Section 11-952, authorizing agreements for services among two or more public agencies, and in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

AGREEMENT

ARTICLE I

TERM

A. This Agreement shall commence on date of signature and runs for an initial period through June 30, 2023. Thereafter, unless terminated under the terms hereof, this Agreement is automatically renewed each year for an additional one-year period

commencing on the first day of July after the expiration of the initial period or a period subsequent thereto, for five years. Effective as of the date hereof, this Agreement shall replace the Initial Agreement, as amended, in its entirety, and the Initial Agreement shall terminate immediately without further action.

This Agreement may be terminated at the end of a period by any party hereto upon written notice of termination delivered to the other parties hereto prior to the first day of April in that period.

ARTICLE II

SCOPE OF CITY'S SERVICES

A. GENERAL SCOPE. The City, through the Records Section of the Police Department, agrees to accept documents from the Sheriff's Office and Jail District ("Records") for filing, storage, retrieval, management and control as set forth in more detail below. The Records to be provided by the Sheriff's Office and Jail District to the Records Section will include, but not be limited to, the following classes of documents, copies of which are attached to this Agreement and designated as the respective exhibits appearing after each document listed:

1. Jail Booking Records
2. Traffic Citation
3. Department Report
4. Vehicle Accident Report
5. Private Property Accident

Sheriff's Office and Jail District personnel will regularly provide Records to the Records Section. Unless otherwise specified below, Records Section personnel will file the Records according to the following timeline, provided that each Record contains all of the information necessary for filing. The Records Section shall process all Records through the following steps within twelve (12) hours of receipt by the Records Section:

- 1) Department Reports placed in numerical order; Criminal History Files placed in order by booking number.
- 2) Copied and routed as required.
- 3) Sheriff's Office Department Reports shall be date stamped received by the Records Section.

The City, County and Jail District acknowledge that the Records listed above are not intended to be a comprehensive list of all Records but are listed as the classes of documents that will be provided by the Sheriff's Office and Jail District to the Records Section and are an indication of the volume and complexity of the information flow from the Sheriff's

Office and Jail District to the Records Section. The City, County and Jail District further agree that the priority in proceeding with the Records work shall be at the discretion of the Records Section Supervisor, subject to the time restrictions set out above.

The Records Section will store Sheriff's Office Department Reports for no more than three (3) years plus the current year. Within forty-five (45) days of the start of each year, the Records Section will box hard copy Records three (3) years or older (not to include the current year) and deliver to the Sheriff's Office. The Records Section will box and deliver Criminal History Files on subjects that have no activity and/or have not been booked for three (3) years plus the current year to the Jail District within forty-five (45) days of the start of each year. The Records Section will not accept any permanent Sheriff's Office or Jail District Records, as defined by the Arizona State Department of Library and Archives, at any time.

The Records Section shall submit all Sheriff's Office and Jail District records to any and all local, national, and international law enforcement networks as requested by the Sheriff's Office and Jail District, as applicable.

B. PERSONNEL. The Police Department shall hire Records Section personnel through City of Flagstaff personnel policies and procedures and in such a manner as to protect the integrity and confidentiality of the Records.

C. EQUIPMENT. The Police Department shall provide emergency repairs, temporary personnel and any other means and methods necessary to protect the Records, files and reports from any failure of the records and reports equipment and systems.

D. RECORDS RETENTION AND STORAGE. The Records Section shall be responsible for the storage, retrieval, and disposition of all Records under its management in accordance with the records retention and storage requirements of the State of Arizona, as provided in Arizona Revised Statutes Section 41-1346, et seq.

E. SECURITY OF COMPUTER DATA BASE. The Police Department shall provide security against unauthorized access to the Sheriff's Office's and Jail District's computer records databases and hard copy files under the Record Section's control. This security shall include methods of detecting unauthorized access. The Police Department shall make security checks on a frequent but irregular basis on all telecommunications and/or data lines serving the computers.

F. SECURITY OF RECORDS. The Records Section shall provide security for all law enforcement records and files in its possession, including reasonable physical security with locks and alarms, and the secured storage areas shall be in compliance with Building Codes and Fire Codes.

Original Records may not be removed from the Records Section other than for viewing or copying, except upon presentation of a written authorization signed by an Authorized Representative of a party specifically describing the document to be removed and the

reason for its removal. Duplicate copies of original documents may be removed from a file in accordance with the terms and conditions of this Agreement.

G. PUBLIC INFORMATION COUNTER WINDOW SERVICE. The Records Section personnel shall provide courteous, efficient and effective service to those citizens utilizing the Records service and shall assist citizens in the completion of various forms as may be required to use the Records service. Records personnel will assist visitors in locating Sheriff staff in the facility when necessary. The Records Section personnel shall follow all Police Department policies and procedures.

Records Section personnel shall verify that the citizen has properly completed the proper records request form. Records Section personnel may release the Records listed below without the review of the Sheriff's Office's Records Custodian.

Record List:

- 1) Arizona State Motor Vehicle Accident Report Forms and supplements for accidents on cases other than fatality accidents;
- 2) Department Reports and any attached list of damaged or stolen property for any property crime with no suspect information may be released to the victim or the victim's representative.
- 3) Other records as mutually agreed in writing by the Sheriff's Office, Jail District and the Police Department.

The Records Section shall be equipped with a Telecommunications Device for the Deaf. Appropriate personnel shall be trained in the use of the device.

H. REPORTING INFORMATION. The Records Section shall make Department Reports and files available for daily, weekly, monthly or other timely retrieval as reasonably required by the Sheriff's Office and Jail District. In the event of a scheduling conflict at or during the time that a report is ordered or printed, Sheriff's Office and Jail District requests shall have equal priority with requests made by the Police Department. The Sheriff's Office and Jail District recognize that timely and accurate records, files, and reports are dependent upon prompt delivery of information to the Records Section.

I. PERSON/PROPERTY INQUIRIES. The Records Section shall provide timely response to requests for property hit confirmation in accordance with Arizona Criminal Justice Information Systems requirements. Further, the records clerk completing the transaction shall complete a Recovered Property Checklist. The Records Section shall forward copies of the Checklist and NCIC clearance slips to the Sheriff's Office for follow-up, and the Records Section will retain the originals thereof.

J. MISCELLANEOUS SERVICES. The Records Section shall provide to the Sheriff's Office the following additional services:

- 1) Photocopying of Sheriff's Office crime reports for prosecution purposes and civil litigation, including delivery of this material to the appropriate agency.
- 2) Delivery and records transmittal to and from the City and County Courts, Juvenile Detention Center, City Attorney's Office and County Prosecutor's Office as requested.

K. PERFORMANCE. If the Police Department fails to perform the Records, Filing, Reporting, or other essential services provided by its Records Section personnel as required herein, the Sheriff's Office or Jail District may specify such failure and provide notice thereof in writing in accordance with Article X of this Agreement.

ARTICLE III

COUNTY'S OBLIGATIONS

A. ANNUAL SERVICE FEE. The County agrees to pay the City fees for services under this Agreement in quarterly payments within thirty (30) days following invoicing by the City at the end of each calendar quarter. Fees and costs associated with the City's provision of Records services to the Sheriff's Office will be based upon the number of Sheriff's Office Department Records Management System records and Jail Booking Files received by the Records Section as a percentage of the total Department Records and Jail Booking Files received by the Records Section from the Sheriff's Office and the Jail District, plus Department Records generated by the Police Department. The County, City and Jail District will pay the their pro rata shares of the cost of the Records Section's services described in this Agreement for the initial term and any extended term of this Agreement, less a 25% discount for records not disseminated, and less their pro-rated revenue from records fees. (See Exhibit A.)

Every 3 years, Parties will meet and review actual number of records distributed and may adjust the credit percentage to reflect more accurate costs.

Fees will be based on the annual operating budget for the Records Section, as outlined in Exhibit B. Exhibit B will be updated annually for budgeted amounts and then adjusted for actual cost differences from the prior year should there be a difference from budget. The adjustment shall be applied prospectively to the costs per record. Upon the concurrence of the affected parties through the concurrence of the Sheriff, the Police Chief and/or the chief administrator of the Jail District, as the case may be, credits may be issued for unprogrammed work performed or reimbursements received by any party.

B. INFORMATION AND COORDINATION. The County recognizes its obligation to keep the Records Section fully informed of anticipated changes that may affect the Records Section's operations and fully involved in the design of data entry report forms and report format and agrees that the Sheriff's Office's Authorized Representative will coordinate all elements of report formats with the Police Department's Authorized Representative. In

order to support the accuracy of the Record Section's window service communications, the Sheriff's Office shall regularly provide a current list of Sheriff's Office employees by name, division and telephone number to the Records Section Supervisor. The Sheriff's Office shall give current information to the Records Supervisor on any special investigative communication requirements and/or special staffing projects in a timely manner.

ARTICLE IV

JAIL DISTRICT'S OBLIGATIONS

A. ANNUAL SERVICE FEE. The Jail District agrees to pay the City fees for services under this Agreement in quarterly payments within thirty (30) days following invoicing by the City at the end of each calendar quarter. Fees and costs associated with the City's provision of Records services to the Jail District will be based upon the number of Jail District's Department Reports and Criminal History Files received by the Records Section as a percentage of the total Department Reports and Criminal History Files received by the Records Section from the Jail District and the Sheriff's Office, plus Department Reports generated by the Police Department. The County, City and Jail District will pay the following pro rata shares of the cost of the Record Section's services described in this Agreement for the initial term and any extended term of this Agreement:

- a. The County – nine percent (9%)
- b. The Jail District – twenty-five percent (25%)
- c. The City – sixty-six percent (66%)

Fees will be based on the annual operating budget for the Records Section, as outlined in Schedule A. Schedule A will be updated annually for budgeted amounts and then adjusted for actual cost differences from the prior year should there be a difference from budget. The adjustment shall be applied prospectively to the costs per record. Upon the concurrence of the affected parties through the concurrence of the Sheriff, the Police Chief and/or the chief administrator of the Jail District, as the case may be, credits may be issued for unprogrammed work performed or reimbursements received by any party.

B. INFORMATION AND COORDINATION. The Jail District recognizes its obligation to keep the Records Section fully informed of anticipated changes that may affect the Record Section's operations and fully involved in the design of data entry report forms and report format and agrees that the Jail District's Authorized Representative will coordinate all elements of report formats with the Police Department's Authorized Representative.

ARTICLE V

AUDIT AND INSPECTION

The City, County and Jail District each agrees that each shall have the right at reasonable times and places to inspect, copy and audit any books, accounts, time cards, correspondence or any other records or documents which are used to determine the performance or cost of the services to be performed under this Agreement. Audit and inspection costs shall be borne by the party requesting the audit or inspection.

Reasonable times and places means between 8 a.m. and 5 p.m. Monday through Friday in the Administrative Offices of the party whose documents are being audited or inspected. Any party shall have access to and the right to examine any directly pertinent books, documents, papers and records of the others related to this Agreement for a period of two (2) years after final payment under this Agreement.

ARTICLE VI

AUTHORIZED REPRESENTATIVES

The City, County and Jail District mutually agree that a process to solve problems and manage change as the Records system continue to evolve and grow in sophistication is essential to the proper administration of this Agreement.

The City, through the Police Department, the County, through the Sheriff's Office, and the Jail District hereby designate the following representatives who shall have authority to represent the City, County and Jail District, respectively, in carrying out the terms of this Agreement:

- a. City - Deputy Chief of Support Services, Flagstaff Police Dept
- b. County - Chief Deputy - Coconino County Sheriff's Office
- c. District - Chief Deputy

If a party changes its representative, such party shall provide notice to the other parties of the name of the new representative in accordance with Article X.

ARTICLE VII

RIGHTS OF ACCESS AND USE

The Sheriff's Office and Jail District shall have access to and use of the Records Section for any and all law enforcement activities related to the provisions of this Agreement, including records, reports, and files that are available in or supplied by the Records Section. The Records Section shall provide the Sheriff's Office and Jail District each with a full and complete Standard Operating Procedure Manual and any manual revisions.

ARTICLE VIII

TERMINATION

This Agreement may be terminated by any party upon at least ninety (90) days' prior written notice for breach of any material term or condition of this Agreement, failure to meet standards of acceptance and performance, and/or loss of an essential service.

ARTICLE IX

INDEMNITIES

A. INDEMNIFICATION OF THE CITY BY THE COUNTY. The County covenants and agrees to indemnify, hold harmless and defend the City from and against any and all claims, demands, costs, actions, suits, liabilities, losses, and expenses, of whatever kind and nature whatsoever, that may arise or result from any act, action, or omission of the County under this Agreement or that may arise or result from the release by the Records Section of any records listed in Section II(A) above in accordance with the terms of this Agreement. The County's covenant and obligations under this provision shall survive any termination of this Agreement.

B. INDEMNIFICATION OF THE CITY BY THE JAIL DISTRICT. The Jail District covenants and agrees to indemnify, hold harmless and defend the City from and against any and all claims, demands, costs, actions, suits, liabilities, losses, and expenses, of whatever kind and nature whatsoever, that may arise or result from any act, action, or omission of the Jail District under this Agreement or that may arise or result from the release by the Records Section of any records listed in Section II(A) above in accordance with the terms of this Agreement. The Jail District's covenant and obligations under this provision shall survive any termination of this Agreement.

C. INDEMNIFICATION OF THE COUNTY AND THE JAIL DISTRICT. The City covenants and agrees to indemnify, hold harmless and defend the County and the Jail District, and each of them, from and against any and all claims, demands, costs, actions, suits, liabilities, losses and expenses of whatever kind and nature whatsoever that may arise or result from any act, action or omission of the City under this Agreement. The City's covenant and obligations under this Agreement shall survive any termination of this Agreement.

ARTICLE X

NOTICES

Any notice or communication required under this Agreement shall be in writing and shall be effective when personally delivered or when addressed:

If to Coconino County: Coconino County

Attention: Deputy County Manager
219 E. Cherry Avenue
Flagstaff, Arizona 86001

With a copy to: Coconino County Sheriff's Office
Attention: Sheriff
911 E. Sawmill Road
Flagstaff, Arizona 86001

If to the Jail District: Coconino County Jail District
Attention: Deputy Chief
951 E. Sawmill Road
Flagstaff, Arizona 86001

With a copy to: Coconino County
Attention: Deputy County Manager
219 E. Cherry Avenue
Flagstaff, Arizona 86001

If to the City: City of Flagstaff
Attention: Deputy City Manager
211 W. Aspen Avenue
Flagstaff, Arizona 86001

With a copy to: City of Flagstaff Police Department
Attention: Chief of Police
911 E. Sawmill Road
Flagstaff, Arizona 86001

and deposited, postage prepaid, and certified with return receipt requested, in the United States mail.

ARTICLE XI

GENERAL MATTERS

A. AUTHORITY TO CONTRACT. Each party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations under this Agreement and has taken all required acts or actions necessary to authorize the same.

B. DISPUTE RESOLUTION.

1. Mediation.

If a dispute arises out of or relates to this Agreement, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to resolve the dispute by mediation before resorting to arbitration. Mediation will be self-administered and conducted under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, NY 10017, (212) 949-6490, www.cpradr.org, with the exception of the mediator selection provisions, unless other procedures are agreed upon by the parties. Unless the parties agree otherwise, the mediator(s) shall be selected from panels of mediators trained under the Alternative Dispute Resolution Program of the Coconino County Superior Court. Each party agrees to bear its own costs in mediation. The parties will not be obligated to mediate if an indispensable party is unwilling to join the mediation.

2. Arbitration.

If mediation is unsuccessful to resolve any controversy or claim arising out of or relating to this Agreement or the breach of this Agreement, the parties agree to resort to arbitration as provided in Sections 12-1518 and 12-133, Arizona Revised Statutes.

C. INTEGRATION; MODIFICATION. Each party acknowledges and agrees that it has not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the parties' entire agreement with respect to the matters addressed in this document. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by or for all parties.

D. FORCE MAJEURE. No party shall be liable to any other for failure to comply with any of the terms and conditions of this Agreement where any failure to comply is caused by an act of God, court order, government regulation or requirement, strike or labor difficulty, fire, flood, windstorm, breakdown or other damage to equipment, or any other cause beyond the reasonable control of the party at fault.

E. WAIVER. No failure to enforce any condition or covenant of this Agreement will imply or constitute a waiver of the right of a party to insist upon performance of the condition or covenant, or of any other provision of this Agreement, nor will any waiver by any party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

F. HEADINGS. The headings used in this Agreement are for convenience only and are not intended to alter or affect the meaning of any provision of this Agreement.

G. GOVERNING LAW. This Agreement will be governed, interpreted and enforced in accordance with the laws of the State of Arizona.

H. CANCELLATION. This agreement may be cancelled due to conflicts of interest pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

CITY OF FLAGSTAFF

Becky Daggett, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

COCONINO COUNTY

Patrice Horstman,
Chairwoman of the Board of Supervisors

Attest:

Clerk of the Board

Approved as to Form:

Deputy County Attorney

COCONINO COUNTY JAIL DISTRICT

Patrice Horstman,
Chairwoman of the Board of Directors

Attest:

Clerk of the Board

Approved as to Form:

Deputy County Attorney

**EXHIBIT A
EXAMPLE IGA % CALCULATIONS**

TOTAL FACILITIES																
	Basis	Total	FPD		Sheriff		Sheriff Page		SAR		County		Jail		Page Jail	
Operations	Square Footage	205,661	29,900	14.5%	18,736	9.1%	3,265	1.6%	9,500	4.6%	2,888	1.4%	130,062	63.2%	11,310	5.5%
Snow Plow	Parking Spaces	436	219	50.2%	115	26.4%			0	0.0%	20	4.6%	82	18.8%		
Landscape	Parking Spaces	436	219	50.2%	115	26.4%			0	0.0%	20	4.6%	82	18.8%		
Utilities	Square Footage	125,242	0	0.0%	0	0.0%			0	0.0%	2,888	2.3%	122,354	97.7%		(Jail Only)
Natural Gas	Square Footage	181,586	29,900	16.5%	18,736	10.3%			0	0.0%	2,888	1.6%	130,062	71.6%		(Flag Campus)
MAINTENANCE																
	Basis	Total	FPD		Sheriff		Sheriff Page		County		Jail		Page Jail			
Operations	Square Footage	196,161	29,900	15.2%	18,736	9.6%	3,265	1.7%	2,888	1.5%	130,062	66.3%	11,310	5.8%		
Snow Plow	Parking Spaces	436	219	50.2%	115	26.4%			20	4.6%	82	18.8%				
Landscape	Parking Spaces	436	219	50.2%	115	26.4%			20	4.6%	82	18.8%				
Utilities	Square Footage	125,242	0	0.0%	0	0.0%			2,888	2.3%	122,354	97.7%				(Jail Only)
Natural Gas	Square Footage	181,586	29,900	16.5%	18,736	10.3%			2,888	1.6%	130,062	71.6%				(Flag Campus)
CUSTODIAL																
	Basis	Total	FPD		Sheriff		County		Jail							
Operations	Square Footage	59,232	29,900	50.5%	18,736	31.6%	2,888	4.9%	7,708	13.0%						
Utilities	Square Footage	56,344	29,900	53.1%	18,736	33.3%	0	0.0%	7,708	13.7%	(LEAF Bldg Only)					
Reclaimed Water	Parking Spaces	436	219	50.2%	115	26.4%	20	4.6%	82	18.8%						
*note - Parks & Rec pays for the meter at Sawmill Park. When the meter is on, they pay their portion of the reclaimed water billing based on the meter reading																
WARRANTS																
	Basis	Total	City Court		Sheriff											
Operations	Number of Warrants	5,876	3,400	57.9%	2,476	42.1%										
RECORDS																
	Basis	Total	FPD		Sheriff		Jail									
RMS Records (Incidents / Bookings)		27,945	17,335	62.0%	3,848	13.8%	6,762	24.2%								
Less Discount for Records not Disseminated 25%																

**EXHIBIT B
SAMPLE BILLING**

**City of Flagstaff
Records Shared Costs - Program 0223
Fiscal Year 2022**

	Budget	Actual																								
Direct Costs - Police Records O&M 0223	\$ 957,742	\$ 957,742																								
NAU/Pinewood Reimbursements for RMS	(17,793)	(17,793)																								
(1) Indirect Costs - Police Admin O&M 0220	129,318	129,318																								
(2) Capital	-	-																								
Subtotal	1,069,267	1,069,267																								
Cost Allocation 3.97%	42,450	42,450																								
Total Records Cost	\$ 1,111,717	\$ 1,111,717																								
(3) Sheriff	15.77%	15.77%																								
Jail	17.63%	17.63%																								
Sheriff Portion of Police Records	175,318	175,318																								
Less: 25% Not disseminated	(43,830)	(43,830)																								
Less: Revenue Offset	(3,000)	(3,000)																								
Sheriff Portion of Police Records	128,488	128,488																								
Jail Portion of Police Records	195,996	195,996																								
Less: 25% Not disseminated	(48,999)	(48,999)																								
Less: Revenue Offset	(3,000)	(3,000)																								
Jail Portion of Police Records	143,997	143,997																								
Total Sheriff and Jail	272,485	272,485																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">(1) Indirect Calculation</td> </tr> <tr> <td style="width: 60%;">Section 061 O&M</td> <td style="text-align: right;">18,621,425</td> <td style="text-align: right;">18,621,425</td> </tr> <tr> <td>Less: Admin O&M 0220</td> <td style="text-align: right;">2,214,356</td> <td style="text-align: right;">2,214,356</td> </tr> <tr> <td>Section 061 Operations</td> <td style="text-align: right; border-top: 1px solid black;">16,407,069</td> <td style="text-align: right; border-top: 1px solid black;">16,407,069</td> </tr> <tr> <td>Records O&M 0223</td> <td style="text-align: right;">957,742</td> <td style="text-align: right;">957,742</td> </tr> <tr> <td>Records as % of Section 061 Operations</td> <td style="text-align: right;">5.84%</td> <td style="text-align: right;">5.84%</td> </tr> <tr> <td style="padding-left: 20px;">Section 061 Admin O&M Allocation to 0223</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">129,318</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">129,318</td> </tr> </table>			(1) Indirect Calculation			Section 061 O&M	18,621,425	18,621,425	Less: Admin O&M 0220	2,214,356	2,214,356	Section 061 Operations	16,407,069	16,407,069	Records O&M 0223	957,742	957,742	Records as % of Section 061 Operations	5.84%	5.84%	Section 061 Admin O&M Allocation to 0223	129,318	129,318			
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	Cost	Cost																								
	-	-																								
Total Capital Allocation	-	-																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">(3) RMS Percentage of Records Calculation</td> </tr> <tr> <td style="width: 35%;"></td> <td style="width: 15%; text-align: center;">FY 2022 Actual</td> <td style="width: 15%; text-align: center;"># Documents</td> <td style="width: 35%; text-align: center;">% Documents</td> </tr> <tr> <td>Police Dept Records</td> <td style="text-align: center;">17,538</td> <td style="text-align: center;">66.60%</td> <td style="text-align: center;">66.60%</td> </tr> <tr> <td>Jail Records</td> <td style="text-align: center;">4,644</td> <td style="text-align: center;">17.63%</td> <td style="text-align: center;">17.63%</td> </tr> <tr> <td>Sheriff Records</td> <td style="text-align: center;">4,154</td> <td style="text-align: center;">15.77%</td> <td style="text-align: center;">15.77%</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: center; border-top: 1px solid black; border-bottom: 3px double black;">26,336</td> <td style="text-align: center; border-top: 1px solid black; border-bottom: 3px double black;">100.00%</td> <td style="text-align: center; border-top: 1px solid black; border-bottom: 3px double black;">100.00%</td> </tr> </table>			(3) RMS Percentage of Records Calculation					FY 2022 Actual	# Documents	% Documents	Police Dept Records	17,538	66.60%	66.60%	Jail Records	4,644	17.63%	17.63%	Sheriff Records	4,154	15.77%	15.77%	Total	26,336	100.00%	100.00%
(3) RMS Percentage of Records Calculation																										
	FY 2022 Actual	# Documents	% Documents																							
Police Dept Records	17,538	66.60%	66.60%																							
Jail Records	4,644	17.63%	17.63%																							
Sheriff Records	4,154	15.77%	15.77%																							
Total	26,336	100.00%	100.00%																							